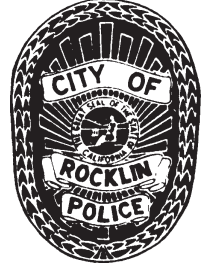




CITY OF ROCKLIN

EMPLOYMENT OPPORTUNITY



POLICE RECORDS CLERK (TRAFFIC)

Monthly Salary Range: \$3,002 - \$3,831
(Includes 2% pay differential)

APPLICATION DEADLINE: October 2, 2006

ABOUT THE POSITION

The City of Rocklin is seeking a detail-oriented individual with excellent customer service skills to fill the position of Police Records Clerk in the Traffic Division of the Police Department. The primary role of the Police Records Clerk (Traffic) will be to support the Traffic Sergeant in administering the complaint process, handling traffic grant reporting requirements, and providing timely and accurate data for managing traffic concerns associated with Rocklin's growth.

QUALIFICATIONS

A typical way to obtain the knowledge, skills, and abilities required to perform the tasks of this position would be:

- ◆ Equivalent to the completion of the 12th grade
- ◆ Two years of general clerical experience (public safety work experience is desirable)
- ◆ Possession of, or ability to obtain, a valid State of California POST Basic Records Training cert.

Candidates should also possess the following knowledge, skills, and abilities:

- ◆ Ability to perform a wide variety of routine clerical work
- ◆ Ability to act as receptionist and answer multi-line telephone system, take messages, provide information on department, and answer routine questions
- ◆ Ability to maintain composure when dealing with upset and/or irate citizens
- ◆ Skill in handling simultaneous events effectively
- ◆ Knowledge of Word and Excel
- ◆ Knowledge of basic mathematics
- ◆ Ability to communicate clearly and concisely, both orally and in writing
- ◆ Ability to represent the City and the Police Department in a courteous, professional manner

Candidates must have the ability to type 40 net words per minute.

NOTE: All applicants are required to submit a qualifying typing certificate (40 net wpm within the last three years) at time of application. Certificates will only be accepted from recognized business or adult schools, employment agencies, or career training programs.

COMPENSATION AND BENEFITS

The monthly salary range for the Police Records Clerk (Traffic) is **\$3,002 - \$3,831** (includes 2% pay differential). The City offers a *comprehensive* benefit package which includes health, dental, vision, life and AD&D insurance; City-paid PERS; deferred compensation program with a \$50 match; education incentive; and a generous paid time off and sick leave program based on years of service.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Mobility to work in an office environment. Vision to read handwritten and printed materials and a computer screen, hearing and speech to communicate in person and by telephone, and ability to use a keyboard to communicate through written means. Ability to lift light weights.

APPLICATION AND SCREENING PROCESS

All applicants must complete a City of Rocklin employment application. The applicant has the responsibility to explain his/her qualifications fully and clearly. ***Remember - Applicants must attach a qualifying typing certificate to the City Application.*** Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the City's selection process. Offers of employment are conditional subject to successful completion of a thorough background investigation and a pre-employment medical and psychological exam. Applications must be submitted to the address below. All applicants will be notified by mail following application review. The average timeframe for application review is two to three weeks following the application deadline.

City of Rocklin Human Resources
3970 Rocklin Road
Rocklin, CA 95677
Telephone - (916) 625-5050 Fax - (916) 625-5099
Jobline: (916) 625-5060
www.rocklin.ca.us ***Visit for More Information***

The City of Rocklin is an equal opportunity employer. If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Division upon submittal of the application.